



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update
Formal Review

Date Submitted _____

SECTION I - Identification

Working Title:

Multimodal Programs Bureau Chief

Department:

Transportation

Job Code Number:

111917

Division & Bureau:

Rail, Transit, & Planning Division
Multimodal Programs Bureau

Job Code Title:

Transportation Planning Manager

Section & Unit:

Pay Band:

7

Work Address:

2960 Prospect Ave
Helena, MT 59602

Position Number:

26901

Phone:

406-444-3423

☒ FLSA Exempt ☐ FLSA Non-Exempt

☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By:

Lynn Zanto
Rena Johansen

Work Phone:

444-3445
431-7287

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by establishing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Rail, Transit and Planning Division provides a broad range of multimodal planning, program, and data collection and analysis functions that support MDT's efforts to plan for and manage Montana's multimodal transportation system. These activities help officials select projects and provide information for short- and long-range construction and grant programs. The division includes the Data & Statistics Bureau, the Multimodal Programs Bureau, the Project Analysis Bureau, Planning & Policy Analysis Bureau, Environmental Services Bureau, and the State Highway Traffic Safety Bureau.

In cooperation with the public, representatives of stakeholder groups, and local, tribal, federal, and state elected and appointed officials, the Multimodal Programs Bureau develops and implements the programs, processes, systems, and planning products necessary to make informed policy and programming decisions. Bureau responsibilities include state rail and transit program administration; air

quality planning and programs; tourism, economic development, trade corridor, and freight planning and programs; bicycle and pedestrian planning and transportation demand management programs; and development of special studies and research products such as reports requested by the Legislature. The Bureau also provides the Administrator and Director with research and analysis of emerging issues and administers rail and transit, research, planning, operating, capital and transportation-demand management grants.

The Transit Section is responsible for administering federal and state transit programs. Through these programs, Transit Section staff provides technical and financial assistance to local agencies, governments, and companies that provide local and intercity passenger service to Montana's transit-dependant residents. Staff members also coordinate a variety of training workshops for transit managers and drivers in areas such as passenger assistance, safety, driver education, CPR/First Aid, and board training. The Section also coordinates with other State agencies that provide services to Montana's transit-dependent population; supports alternative transportation programs; and provides technical support to local governments, members of the public, and MDT staff on bicycle and pedestrian issues, including safe routes to school grants.

The Special Studies Section has responsibility for managing air quality programs including the Montana Air & Congestion Initiative (MACI) Program; coordinating Division activities related to mobile source National Ambient Air Quality Standards issues including planning and programming conformity for PM10, CO and PM2.5; managing rail planning activities; administering the Local Rail Freight Assistance Program; providing administrative and technical support for the Rail Service Competition Council; coordinating MDT's economic analysis and liaison activities; assisting in the development and implementation of the Division's public involvement processes; tracking and reporting on legislative issues of interest to the Division; managing public and stakeholder surveys for MDT's long range plan (TranPlan 21) and other planning issues; managing applications for Federal discretionary grant programs; developing special studies and reports; and other multimodal program activities.

Describe the Job's Overall Purpose:

This position serves as the Multimodal Programs Bureau Chief within the Rail, Transit, and Planning Division. The position is responsible for the strategic development and administration of diverse programs within the Bureau's Transit and Special Studies sections as well as centralized Bureau operations. The position develops and administers Bureau plans, policies, and procedures to ensure consistency with State and federal regulations, professional standards, and Department requirements. The position also manages ongoing Bureau operations and performs a variety of other duties as assigned. The position reports to the Division Administrator and directly or indirectly manages a staff of 14.0 FTE within the Bureau.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

- | | | |
|-----------|--|-------------------|
| A. | <u>PROGRAM DEVELOPMENT AND ADMINISTRATION</u> | <u>50%</u> |
| 1. | Develops plans and program objectives to ensure that the Bureau's Transit, Air Quality, Rail, Bicycle and Pedestrian, and Freight programs remain current with federal and other national standards and develops effective implementation plans for new methods, technologies, and standards. This involves researching and assessing trends and conditions related to multimodal transportation in rural and urban communities; opportunities and impediments affecting transit | |

systems; and State and federal policy initiatives to develop long-term implementation strategies through coordination with other divisions and bureaus.

2. Develops and establishes Bureau policies and procedures to ensure that program operations and services are efficient and effective in meeting performance goals. This involves research and assessment of professional standards and industry developments, assessing past project experience and management input, and developing new standards based on input from a broad range of MDT, FHWA, and other specialists.
3. Analyzes and evaluates current business processes, methodologies, and policies and evaluates new technologies, changing multimodal transportation planning needs, and reporting requirements to determine the need for new methods or the revision of existing practices. Develops new research, analysis, and modeling methods, tools, and procedures to conform with contemporary standards and promote innovation within Montana's transportation planning system.
4. Develops and oversees special transportation planning studies to address legislative inquiries, Transportation Commission issues, and administrative requests by defining information needs, determining research and analysis methods, establishing and managing project parameters (e.g., budgets, timelines, etc.), and monitoring staff. Directs the Information System Support Specialist and Data Coordinator in the design and analysis of special reports used by executive staff in modal resource allocation decisions.
5. Directs and oversees the design, development, and implementation of comprehensive planning products and special planning efforts essential for the Department's delivery of multimodal transportation projects and services. Position subordinate managers and staff with guidance on project goals, monitors progress, reviews preliminary results, suggests revisions, and presents and defends results to MDT management, elected and appointed officials, stakeholders, and the public.
6. Represents the Bureau, Division, and Department at public meetings, national and regional conferences, meetings with other State and Federal agencies, Transportation Commission, stakeholder organizations, and constituents to discuss multimodal policy issues, explain Department positions and programs, and promote and defend policies and processes consistent with Department goals and objectives.

B. PROGRAM IMPLEMENTATION AND OVERSIGHT

25%

1. Manages the development and delivery of special transportation planning projects in response to continually changing needs, legislative mandates, management directives, Department objectives, new methods and technologies and other developments. This includes specialized projects such as the Intercity and Rural Passenger Transportation Study, which analyzes bus and rail passenger service gaps and potential improvements and recommended policy and program actions; and Legislative Briefing Papers, which provide a common basis of information and policy direction for MDT staff communicating with legislators.
2. Directs and oversees the ongoing implementation of the Section 5310 and Section 5311 transit programs to ensure the effective distribution and oversight of operating capital and technical assistance to over 80 Montana providers.
3. Directs and oversees the ongoing implementation of the Montana Air and Congestion Initiative (MACI), which provides over \$3 million annually for projects with air quality benefits in over 17 Montana communities.

4. Directs and oversees the ongoing implementation of the Local Rail Freight Assistance Program, which provides funding for construction and rehabilitation projects on light density rail lines to support branch line service to Montana's shippers and communities.
5. Directs and oversees the Bicycle and Pedestrian program activities including the Safe Routes to School program which provides reimbursement support for both behavior and infrastructure investments that make bicycling and walking to school a safer and more attractive alternative for students in kindergarten through middle school (K-8).
6. Monitors research and analysis, grant and fiscal administration, and program management systems and procedures to ensure the overall quality, compliance, and cost-effectiveness of program operations and services. Develops quality assurance methods and procedures to ensure the integrity of procedures and results.
7. Reviews and evaluates section work plans to identify process efficiencies, resource sharing opportunities, new technological or procedural applications, and other enhancements to maximize Bureau resources.
8. Directs and oversees the development of several public surveys and publications, including the division's *Newsline*. This quarterly publication is one of the primary elements of MDT's public involvement process.

C. BUREAU ADMINISTRATION

15%

1. Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with program managers and staff; personal review of transportation planning project design, implementation, and outcomes; ongoing monitoring and management of Bureau operations; and through discussions with other MDT managers and staff. Monitors compliance with established policies in various sections of the Bureau and reviews and approves atypical or developmental methods and procedures.
2. Provides direction in the budget process by reviewing allocations and expenditures and determining major issues pertaining to program compliance and performance. Ensures program compliance with Federal, State, and Agency laws, regulations, and policies by reviewing current policies and practices in relation to state and federal mandates and applicable legislation and mission mandates.
3. Monitors Bureau budgets and budget projections as well as performance indicators to ensure program efficiency. Develops and implements corrective actions as necessary to ensure budget solvency.
4. Determines and fulfills equipment procurement needs of the Bureau, including responsibility for developing or approving specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.
5. Administers contracted services to ensure the overall quality, compliance, and cost-effectiveness of services. This involves monitoring bidding and selection procedures, reviewing and approving contracted activities and expenditures, negotiating terms, resolving difficult and complex problems and mediating disputes, and related activities.

6. Provide information to the Administrator for the budget process by reviewing allocations and expenditures and determining major issues pertaining to compliance with federal laws, state laws and regulations. Ensure program compliance with Federal, State, and Agency laws, regulations, and policies by reviewing current policies and practices in relation to state and federal mandates and applicable legislation and mission mandates.
7. Prepare biennial budget information, recommend allocations for annual fiscal operational plans, and determine internal spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, anticipated revenues, and related personnel and other administrative expenses. Monitor program expenditures to ensure the money is allocated as designated and tracks funding levels through review of SABHRS reports and approval of expenditures.

D. STAFF MANAGEMENT

10%

1. Manages professional and technical staff of the Bureau (13.0 total FTE) by reviewing and revising overall program work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau goals.
2. Establishes and approves overall responsibilities, organizational structures, and allocation of positions within sections of the Bureau. Recommends and justifies requests for additional personnel. Provides leadership to professional staff to ensure Statewide & Urban Planning Section and Program and Policy Analysis Section objectives are met. Develops and recommends work assignments to develop versatility and cross-training among personnel in the Bureau, which includes developing comprehensive work plans to accomplish ongoing goals and tasks.
3. Determines training needs of Bureau staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training through subordinate supervisors, human resource specialist, training offices, or outside consultants to ensure that the most current laws and practices are presented. Ensures consistency in the application of training opportunities for all staff. Ensures that Bureau personnel are properly supervised and trained to ensure that programs meet required standards.
4. Identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training, orientation, and on-boarding of new employees.
5. Evaluates the performance of all positions directly supervised and completes performance evaluations. Reviews work of positions indirectly supervised through assessment of subordinate supervisors' performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
6. Ensures that Bureau staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolves grievances at the lowest level whenever possible.

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1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Program Development and Administration
Duty B: Program Implementation and Oversight
Duty C: Bureau Administration
Duty D: Staff Management

The following mental and physical demands are associated with these essential functions:

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

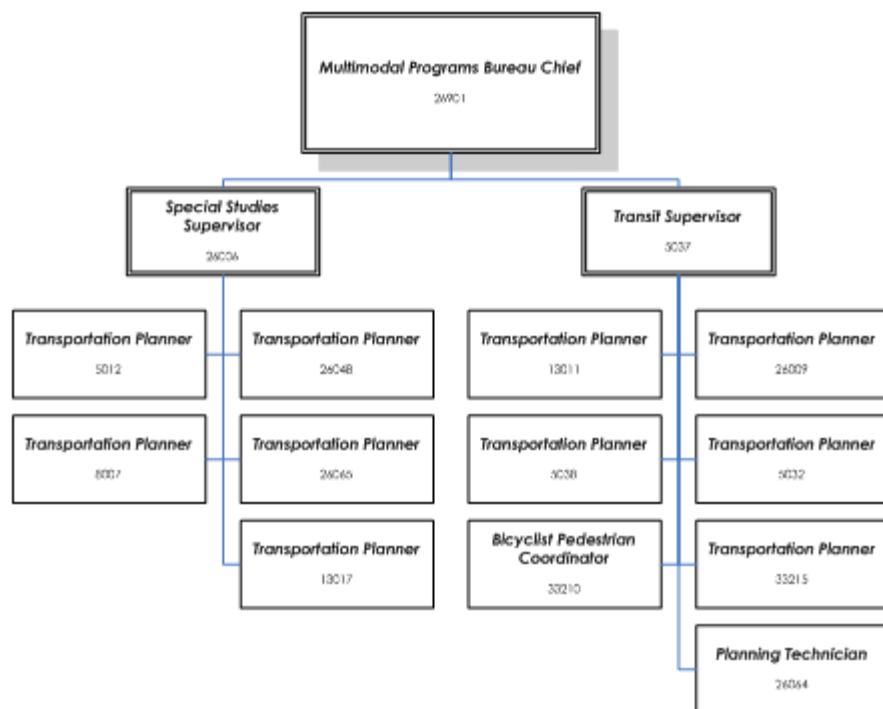
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

2. ***Does this position supervise others?*** ☒ Yes ☐ No

Number directly supervised: 2
Position Number(s) of those supervised:

26006 Transportation Planning Manager
05037 Transportation Planning Manager

3. Attach an Organizational Chart.



SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

The position requires extensive knowledge of the theories, methods and techniques of transportation planning and program administration. This includes knowledge of State and Federal budget processes; public administration; professional research and analytical methods; statistical evaluation; Federal and State transportation laws and regulations; financial management; public involvement laws and methodologies; the relationship between transportation and the social, economic, land use, visual, aesthetic and environmental aspects in Montana; field inventory and data management techniques; federal transportation program structure, funding distribution, and legislative process; the basic principles of highway engineering and non-highway and alternative modes of transportation; the structure and responsibilities of the divisions and field offices of the Montana Department of Transportation; the Major Facility Siting, the Montana Environmental Policy and the National Environmental Policy Acts; project planning and management; and grant and contract administration. Staff management responsibilities require knowledge of organizational theory, employment law, program requirements, and personnel management practices and techniques.

SKILLS:

The position requires skills in budgeting, program management, developing specialized research methods and analytical processes; developing and administering a variety of projects and functions; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication, facilitation, and negotiation with broad audiences; establishing and maintaining effective working

relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives; synthesizing complex information in the development and application of professional theories and innovative solutions, and developing and administering a variety of diverse programs.

The position requires the ability to direct the activities of a professional staff. The incumbent must have the ability to organize, motivate and influence a professional, technical staff, must be able to establish priorities, assess task complexity and make assignments appropriately, and provide training and other career opportunities for assigned staff.

The position requires the ability to communicate with a wide variety of people in a broad variety of settings. The incumbent must have the ability to build consensus within groups on controversial issues but also enforce standards when appropriate. The incumbent must be able to establish and maintain effective working relationships with all department personnel, other state agencies and the public.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Transportation Planning, Economics, Finance, Management and Development, Public Administration, Business, Engineering, or a related field.

Related: Land Use Planning, Statistics, Communications, Geography, Education, Mathematics, Computer Science, Computer Information Systems, Accounting, Statistics, Social or Physical Science, or Resource Management, or a directly related field.

Other education, training, certification, or licensing required (specify): None Specified

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience (optional): Work requires a minimum of three (3) years of supervisory or managerial experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Education may be substituted with experience on a year for year basis.

SECTION IV – Other Important Job Information

☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Jennifer Jensen/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____